

DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE OF JUVENILE SERVICES

YOUTH REHABILITATION & TREATMENT CENTER
Geneva, Nebraska

PARENT HANDBOOK



"I come here to find myself; it is so easy to get lost in the world."

--John Burroughs

(Revised March 2015)

Dear Parents,

The goal of the Youth Rehabilitation & Treatment Center - Geneva is to provide a safe, secure, and nurturing environment in which the girls committed to our care may gain insight into their problems, discover their strengths, develop a sense of self, and return to the community as productive and law-abiding citizens.

In order to achieve this goal, the Youth Rehabilitation & Treatment Center - Geneva has developed a variety of treatment components to assist each girl. Central to these components are families. We believe that families are the cornerstones of our society and that they need to be an integral part of each girl's treatment program at the YRTC-Geneva. All families have positive attributes and strengths, and we look forward to drawing on these strengths as we work with you and your child.

As each girl works through her program, it is our hope that when she leaves the YRTC-Geneva, she will:

- 1) Have improved upon her knowledge and skill in developing healthy and appropriate relationships with her peers, family members, and authority figures.
- 2) Have developed an understanding of a healthy lifestyle and have taken steps to achieve this.
- 3) Have developed skills in identifying and examining her life issues and concerns and how they have affected her choices.
- 4) Have achieved at her academic ability and identified future academic or vocational goals, where appropriate.
- 5) Know and understand the physical and emotional effects of the abusive use of alcohol and other drugs.
- 6) Have developed skills to reconnect with her community.

Daniel L. Scarborough
Facility Administrator

GENERAL INFORMATION

The YRTC-Geneva currently houses juvenile females who have been committed by the courts to the care and custody of the Nebraska Department of Health & Human/Office of Juvenile Services for placement at the YRTC-Geneva. Girls are between the ages of 14 and 18, with the average age being 16. The rated capacity of the facility is 82 beds. Girls are sent for an indeterminate period of time; their release dates are determined on how they progress through the program. YRTC-Geneva staff are committed to working with your daughter and her family; however, if at any time you have a concern that you do not feel has been adequately addressed by facility staff, you may contact the Nebraska State Ombudsman at PO Box 94604, Lincoln, NE 68509-4604 (800) 742-7690; or the DHHS Helpline, PO Box 95026, Lincoln, NE 68509 (800) 254-4202.

The YRTC-Geneva believes that every girl shall be safe and free from abuse, neglect, sexual abuse/assault and harassment while placed at our facility. Therefore, we maintain a Zero Tolerance Policy for all forms of abuse and neglect. If you need to report any incidents of abuse or neglect, please call Child Protection Services Hotline at 1-800-652-1999.

DIRECTIONS

Geneva is approximately 23 miles south of York, Nebraska on Highway 81. The YRTC campus is located on the northwest edge of the city of Geneva, adjacent to the County Fair Grounds. As you approach the northern outskirts of Geneva on Highway 81, turn west on the R Street exit into Geneva. Proceed 2 stop signs to the west. At the second stop sign, turn south (to your left) and drive approximately ½ mile; enter the facility at the driveway with stone columns. All visitors to the campus should immediately go to the School/Administration Building which is the first building on the left as you proceed up the driveway. No visitors are allowed to remain in the vehicles; all vehicles should be locked when you leave them. There is no direct bus service to Geneva; however, if you do not have transportation, you may want to contact your child's assigned Probation Officer, Children & Family Services Specialist, or Family Permanency Specialist in the community.

MAILING ADDRESS & PHONE NUMBER

Youth Rehabilitation & Treatment Center - Geneva
855 North 1st Street
Geneva, NE 68361

Telephone Number
(402) 759-3164

Fax Number
(402) 759-4804

Web Site: www.dhhs.ne.gov/children_family_services

ORIENTATION PROGRAM

Upon arriving at the facility, your child will be placed in Burroughs Cottage, which is our orientation cottage. During her first 24 hours here, she will be meeting with staff to complete initial medical screenings and an intake summary and will be familiarized with facility rules.

After completing an initial interview with your child, we will be sending you a variety of information to let you know about our program, as well as a number of forms that we would like you to fill out and return to us. These forms are important as they provide us valuable information about your child and help us as we develop a program for her.

Your child will next enter the 2-week orientation program in Burroughs Cottage. This is a comprehensive program that is designed to teach your child about all aspects of the YRTC-Geneva program. During this time, she will meet with staff members who will teach classes in subjects such as access to medical care, fire and tornado emergency procedures, rules and discipline, communication, money and property control, youth rights and grievance procedures, recreational activities, volunteers, and activities and privileges. These topics are also explained in a Youth Rulebook that she will be given a copy of. (Parents may receive a copy of the Youth Rulebook by asking the Receptionist.) She will also receive complete physical, dental, and eye exams.

Staff also meet with all newly admitted girls and teach a variety of psycho-educational classes including anger management, victim empathy, coping skills, goal setting, values, problem solutions, motivation, body image, self-awareness, self-esteem, self-empowerment, support systems, and grief issues.

CLASSIFICATION PROCESS

During the first two weeks your child is here, she is also going through the classification process. A counselor works with her in developing outcomes (goals), writing her life story, and completing a survey that tells us about her interests and background. The Counselor is also assembling a wide variety of information about your child, including the forms you have filled out and returned; information from previous placements, medical history, academic reports, et cetera.

Approximately two weeks after her arrival, the Classification Committee will review the information that has been compiled. The Classification Committee then uses this information to determine her placement in a cottage living unit and treatment group. She will also be assigned a permanent group leader/counselor. After she has been classified and assigned to a group, she will move to her permanent cottage when there is room, usually within 2-4 weeks.

PARENT ORIENTATION

To better acquaint parents with the Youth Rehabilitation & Treatment Center - Geneva program, we have developed an orientation program for parents and families.

After your daughter has been on campus for 14 days, you may begin to visit her on campus. You will need to schedule a parent orientation session and may do so at the same time you call in to schedule a visit.

After your daughter has completed 60 days on campus and has acceptable behavior, she may begin off-campus visits; however, she may not go on off-campus visits until you have completed the parent orientation session.

During this orientation, counselors will review the Youth Rehabilitation & Treatment Center – Geneva's program areas and answer any questions you might have.

We see this orientation phase as the beginning of a working relationship between parents and facility staff as we explore ways to help your child. As your child progresses through the program, we are hopeful that you will also be able to participate in family consultations with your child and her group leader.

TREATMENT PROGRAM

In developing treatment programs for the girls who come to the Youth Rehabilitation & Treatment Center – Geneva, it is recognized that no two girls are alike; each girl is an individual who has special needs and problems and reacts to situations in a variety of ways. In order to provide services for all girls, the Youth Rehabilitation & Treatment Center - Geneva has developed a wide variety of treatment programs designed to meet each girl's needs. These program offerings include psycho-educational classes in areas such as anger management, women's issues, and drug/alcohol use; individual counseling; female responsive programming; chemical dependency treatment; and psychiatric/psychological consultations.

“My J[♀]ourney”

The YRTC-Geneva's core treatment program is called “My J[♀]ourney.” This program uses female responsive programming and family/person centered practices to provide services that fit the needs of each girl in a way that makes sense and is meaningful for her. With the assistance of her group leader, each girl develops the outcomes (goals) she will be working on during her stay. She also identifies the strategies she will use to achieve these outcomes. In working on her outcomes, she can draw from her existing strengths, as well as the strengths of her family.

Girls will also attend group sessions on a regular basis. These group meetings will address a number of topics that girls face in their lives. Girls have an opportunity to express themselves, as well as offer help to their peers during these meetings.

The YRTC provides various components of substance abuse treatment services. Every youth which enters the facility is provided alcohol and drug education. Prime for Life, an evidenced based program, is a substance abuse program that educates on the dangers of substance abuse and allows youth to evaluate behaviors and choices with personal values and desires for their lives. Also, an updated substance abuse assessment is completed. If the youth is classified to the Burroughs I treatment program with a substance abuse treatment emphasis, they will complete the next, more intensive program, Prime Solutions. The youth in this program take a deeper look into their substance use, choices, values, and personal goals for a positive, drug-free future. All youth entering Burroughs I treatment group are provided with the following material: An AA Big Book, a daily meditation book, a Twelve Step and Twelve Traditions Book, and a Prime Solutions workbook. These youth are provided weekly individual counseling as well as a minimum of four group meetings each week. Group meetings throughout the week include intensive alcohol and drug

education, open counseling groups, 12 Step Meeting or Reflections Group and Prime Solutions treatment group. As youth complete this program, they work with their group leader and caseworker to plan appropriate treatment services and support upon their return to the community. The mission statement for this program is to provide education, counseling, and self-help opportunities that will enable individuals to examine their substance abuse issues and transition to community based programs to further address treatment needs.

Girls who would benefit from a highly structured environment, individualized counseling and behavioral management are provided with a “Levels” program. This program is an incentive based program that reinforces positive behaviors and enhances the strengths of the girls.

Each girl is also assigned a Probation Officer, Juvenile Services Officer, or Family Permanency Specialist. This individual, who works in the community, should be contacting you regarding your child's placement following her release. The Probation Officer, Juvenile Services Officer, or Family Permanency Specialist also meets with your child on campus and works in conjunction with Youth Rehabilitation & Treatment Center - Geneva staff in developing a program for her upon her release from the facility.

If at any time during your child's stay you have a question or would like to know her progress, please feel free to contact her group leader.

COTTAGE PROGRAM

Following your child's classification and when there is room in her permanent living unit, she will be moved into a permanent living unit. These living units, which are called "cottages", usually house between 15-20 girls and could be divided into two treatment groups.

Your child will be assigned to a room in the cottage, and dependent on the population on campus, may be assigned a roommate. Cottage staff are in each cottage and will assist your child in learning the routine, rules, and expectations of the cottage. Because of the number of girls who are living together, each cottage does have well defined schedules and rules, all of which have been designed to keep things running smoothly while still ensuring the safety and security of the girls. Examples of some of the rules include no lending or borrowing of personal property; "hands-off" policy; laundry schedules; rules for completing detail work; and 12 minute limit on showers.

Each cottage has a "family room" where the girls have access to a television, DVD/VCR, and radio, as well as a variety of games, puzzles, and cards. A library is also maintained in each cottage to provide the girls with a variety of reading materials. Laundry facilities are provided in each cottage, as well as a "kitchenette" so snacks can be prepared in the cottages. Communal bathrooms provide adequate showers, bathtubs, and toilet facilities.



Family Room in Sacajawea Cottage

While in the cottage, your child will be assigned a variety of responsibilities, including cleaning assignments to keep her cottage clean. She is also responsible for keeping her room neat and orderly. She may decorate and personalize her room according to the cottage rules.

Each cottage receives regular inspections by the Department of Health and Human Services to ensure that they comply with sanitation and safety regulations. Your child will also be instructed in emergency procedures, i.e. evacuation procedures in the event of a fire or tornado.

SCHOOL PROGRAM

Your child will attend Geneva North High School, which is located in the School/Administration Building on the YRTC campus. Geneva North High is fully accredited by the Nebraska State Department of Education. The current faculty is composed of nine teachers, a Director of Education, one Librarian, one Vocational Counselor, and a Cosmetologist. All instructors are properly certified in their teaching areas.

Prior to your child being enrolled in Geneva North High School, we will contact her previous school for her transcript so she may be placed at the correct grade level and be enrolled in the appropriate classes.

The present curriculum has been designed to meet the needs of each individual girl. Emphasis is placed on subjects generally viewed as being required by the majority of schools throughout the State. Remedial programs are provided at whatever level is necessary to meet the needs of the girls. Tutoring is also provided and provision made for those girls who may be enrolled in a GED (Graduate Equivalency Diploma) program.

A full program of studies is held for a minimum of 1,080 hours from August through May of each year. In addition, a summer program of elective courses is held for an 8- week period during June and July.



Geneva North Library/Study Hall

All subjects are granted credit hours and these credits are acceptable to any school in the nation. We require a minimum of 200 semester hours for graduation. Diplomas are issued to all girls who have completed the requirements for the 12th and 8th grades. Diplomas are inscribed "North High School" and are signed by the YRTC-Geneva Advisory School Board.

If you have any questions regarding your child's academic program, please feel free to contact our Director of Education at (402) 759-3164, Extension 238.

MEDICAL PROGRAM



Dr. Bepalec meets with a youth

The YRTC has a medical clinic located in LaFlesche Cottage. The clinic is staffed by Registered Nurses who coordinate medical services with a staff doctor and dentist. Medical services are available at all times for girls, with a modern hospital located in Geneva available for all emergencies. The YRTC also has access to a number of specialists, should your child require these services.

Upon admission, your child will receive a medical, dental, and eye exam. The doctor will hold weekly clinics and the Nurses hold daily “sick calls”. If your child is ill, she has been instructed to let a staff member know so he/she can report it to the nurse. If a prescription medication is necessary, it is ordered and administered as prescribed by the staff doctor.

If your child is pregnant, she will receive regular obstetrical care, with delivery scheduled at the Fillmore County Hospital in Geneva. Girls who are pregnant or already have a child, may also be enrolled in our “Mothers and Babies” program. This program is designed to provide information to girls about pre-natal care, labor and delivery, and a wide range of child care topics.

All routine care is provided and paid for by the YRTC. Any extraordinary care, i.e. extensive dental work, should be paid for by the girl or her family, whenever it is possible to do so.

If you have any concerns or wish to share medical information with our medical staff, please feel free to contact them by calling (402) 759-3164 Extension 242.

RECREATION PROGRAM

Recreation and leisure time activities are an important part of the overall program at the YRTC-Geneva. An active recreation/leisure time program promotes youth health, development of creative talents, and constructive leisure time alternatives that youth can benefit from during their stay at the facility and upon returning to the community.

Recreation facilities at the YRTC-Geneva include a gymnasium, an indoor swimming pool, softball field, sand volleyball court, walking trail, and a recreation room.

Because we are fortunate to have such a variety of recreational facilities, we are able to provide numerous activities for our girls. These activities might include volleyball, softball, open gym, foosball, table tennis, swimming, and track and field activities. In addition, the recreation program makes use of a variety of board games, cards, puzzles, movies, and craft activities.



Recreation Room

Recreation staff also provides special weekend activities for those girls who are eligible. Special activities might include attending a movie at the local Geneva Theater, pizza party, or attending a special presentation in the community.

Special off-campus activities are available to eligible girls, including Timberlake, swimming at a local water park, softball games with local teams, participation in Relay for Life, etc.

During her stay, each girl has the opportunity to make a scrapbook of her journey at the YRTC-Geneva. Scrapbooking activities are coordinated through the Recreation Department.

RELIGIOUS PROGRAM



Chapel of Hope on the YRTC – Geneva campus

The YRTC provides a religious program that all girls may participate in on a strictly voluntary basis. A part-time Chaplain coordinates this program, with assistance from community volunteers.

The YRTC's religious program consists of regularly scheduled Chapel services, individual counseling, and an active Youth Fellowship program.

- **CHAPEL SERVICES:** Chapel Services are held every Sunday afternoon at 1:00 p.m. in the Chapel of Hope on a non-sectarian basis. Ministers from a variety of local churches assist in providing these services. If you are visiting your child on Sunday, you may attend Chapel services with her without this being counted as a part of your visitation hours. Also, at various times throughout the year, volunteers will present special programs in the Chapel.
- **INDIVIDUAL COUNSELING:** Any girl wanting to may request individual spiritual counseling. Also, a girl may request that her local minister be contacted and the Chaplain may assist her with this. The Chaplain is also available to assist your child with any other special requests, i.e. baptism. If your child's religion requires any special accommodations, i.e. food restrictions, she may request such accommodations by notifying the Chaplain.
- **YOUTH FELLOWSHIP:** A dedicated group of volunteers lead a Youth Fellowship group, which meets on a weekly basis. Also throughout the year, these volunteers provide weekend Youth Fellowship Seminars that provide fun activities with a religious foundation.

FOOD SERVICE

Girls eat the majority of their meals in the Food Service Building. They are offered 3 meals per day, as well as daily snacks. Snacks are also available at all times in the cottage living units. The menus are approved by a Registered Dietician, and the Food Service area receives regular inspections from the Nebraska Department of Health.



Food Service Building

If your child has any special medical or religious food requirements, these can be accommodated.

VOLUNTEER PROGRAM

While at the YRTC-Geneva, your child will be given an opportunity to participate in volunteer activities. These activities might include volunteering at the local theater, refereeing the local youth soccer league, visiting senior citizens at the local retirement home, or helping to serve a dinner at the Senior Center. She also can participate in the Youth Fellowship Program, should she desire. If you are unable to visit your child while she is here, she may also be assigned a "Visiting Volunteer". We have a number of community members who volunteer to come to the facility to visit girls who do not receive many visits and may also take these girls into the community for supper, to a movie, or perhaps to a ball game. Our volunteer program is a very important part of the overall program at the YRTC-Geneva as it gives the girls a chance to interact with people, as well as offering them an opportunity to give back to the community.



COMMUNICATIONS



TELEPHONE PRIVILEGES

Youth are able to call their families using the *Automated Youth Calling System*. Your child is allowed to make 120 minutes worth of phone calls per month to their parent/guardian and grandparents, through the use of the *Automated Youth Calling System*. Your child will need to monitor her usage so that she does not run out of minutes early in the month. YRTC-Geneva will pay for the youth phone calls made using the *Automated Youth Calling System*.

All telephone calls, except attorney/privileged calls, are electronically recorded and may be monitored by authorized YRTC staff. Use of the *Automated Youth Calling System* by the girl and acceptance of the call by the called party is consent to record and monitor the conversation by authorized YRTC staff.

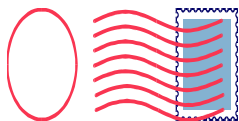
When your child calls you using the *Automated Youth Calling System*, you will receive the following automated message:

"You have a debit call from (youth's first and last name) at the Youth Rehabilitation & Treatment Center – Geneva in Nebraska. If you wish to accept this call, press (number stated). If you do not wish to accept this call, press (number stated). If you wish to block all future calls from this youth, press (number stated). If you wish to block all future calls from this facility, press (number stated). All calls are recorded and may be monitored. Do not use custom calling features such as call forward, 3-way calling, or conference calling which may result in termination of this call."

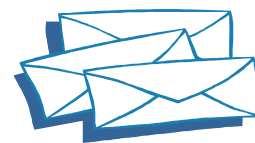
If you accidentally push the wrong number and block all calls, please call 1-800-483-8314.

Girls may not use phone cards to place calls. Girls in room confinement may not place phone calls.

Girls are not allowed to receive phone calls at any time. If an emergency should arise, please call the Facility Administrator or the assigned group leader. This relates to an injury, death, or serious illness within the immediate family. In these cases, arrangements will be made, when possible, for the youth to visit members of the immediate family or attend the funeral. Remember, however, this applies to immediate relatives only (Immediate relatives are defined as mother, father, sibling, or grandparents.)



MAIL PRIVILEGES



You have been sent a communication form that we would like you to fill out and return to us. On this form, you may grant unlimited mailing privileges for your child, giving permission for her to correspond with whomever she desires, or you may designate people you do not want her to correspond with. In restricting correspondence with a person, please give a reason as to why you do not want your child to correspond with that person. Anyone whom the youth is restricted from corresponding with may not visit the youth at the facility. The YRTC currently restricts correspondence with any person on parole or probation, incarcerated in a correctional facility, in detention, or in jail, unless that person is a family member. In this instance, special permission can be granted by the Facility Administrator for your child to correspond with this family member. The YRTC-Geneva has final approval of your child's approved mailing list and will make decisions based on the security and good order of the facility.

The YRTC-Geneva will pay for 2 letters per week for your child, (excluding confidential correspondence) and provide writing paper and envelopes. Anything over this amount must be paid for by the youth. You may send stamps to your child, or she may purchase stamps using her account on campus.

Outgoing and incoming mail and packages are not censored, but are checked for contraband. Please make sure that your return address is on all correspondence you send.

If you receive a letter that is disturbing, please contact your child's group leader.

VISITATION REGULATIONS

VISITING HOURS

Monday – Friday:	8:30 a.m. – 4:30 p.m.
Saturday:	10:00 a.m. – 4:30 p.m.
Sunday:	1:00 p.m. – 5:00 p.m.

Girls may receive visitors after they have been here for 14 days. As a part of your first visit, you will attend a parent orientation session with your child.

Girls may have two visits per week. On-campus visits may last up to 3 hours. Off-campus visits may last up to 4 hours. When eligible for off-campus visits, only one of the two visits per week will be an off-campus visit. The visitation week begins on Monday and ends on Sunday.

Visitors are limited to immediate family only. Immediate family members are defined as parents, brothers/sisters, and grandparents or step-persons bearing these relationships. We understand that there may also be extended family members wanting to visit. Extended family members should write the Facility Administrator asking for permission to visit. Siblings must visit in the company of the parents, unless they are 19 years or older. If siblings are 19 or older, they may visit unaccompanied by the parent(s). However, these visits will be restricted to on-campus, unless prior approval has been received from the administration. Anyone on the youth's restricted mailing list may not visit. If small children are visiting, we ask that you supervise and monitor these children so they do not disrupt other visitors. Pets are not allowed to visit, nor may they be brought and left in the car during a visit.

If you are unable to drive and someone besides a family member or transportation service brings you to campus, please notify us prior to the visit for permission for the driver to visit on campus.

While girls are on visits (both off- and on-campus visits) they are subject to all YRTC-Geneva rules. This includes not using a cell phone to make/receive any phone calls, send text messages or use any social media sites, including the use of social networking through a third party.

We understand that girls may have several family members wanting to visit them, i.e. divorced parents and/or grandparents. We encourage family members to work cooperatively among themselves to establish visiting times with their child within the twice per week time frame.

We encourage you to call ahead if you are planning to visit. Some holidays are restricted to visitation and you will be advised of those exceptions.

When you arrive for your visit, you must sign in with the receptionist at the School/Administration Building giving your name and relationship to the girl being visited. Upon your first visit, you will be asked to present your driver's license or other form of identification. All personal items (cell phones, purses, et cetera) must be locked in your car or designated lockers in the School/Administration Building. Exceptions to this might include any necessary medical items you will need during your visit or supplies for children who are visiting, i.e. diapers or bottles.

All on-campus visits will occur in the designated area in the School/Administration Building. Any items you bring in for your child must also be checked in and recorded by the Receptionist.

Once you have entered the School/Administration Building for your visit, you are not allowed to return to your car until the end of the visit. There is no loitering in cars or around the campus grounds. Please treat any girls you see on campus as you would want your child treated.

Visitors are expected to dress appropriately for the visit and must wear shirts, pants/shorts, and shoes. Examples of inappropriate dress would include gang related clothing, shirts with inappropriate logos or profanity, halter tops, etc.

During specified times of the year you are allowed to bring a picnic lunch to eat with your child. Please be sure to contact us when you plan on bringing a picnic lunch to ensure that picnics are allowed during that time and so that we may hold your child from the lunch line.

You may bring snacks to eat with your child during visits. Remember, these are snacks only, not meal items such as hamburgers and french fries. Please see the "Personal Items" section of this Handbook. When you bring snacks to eat during visits, please make certain that you pick up any litter or trash before leaving. Drinks (plastic bottles only) in factory sealed containers are allowed to be brought in during your visit. Also, there is a pop machine on campus that you may purchase pop to drink during your visit.

You may bring board games to play, and the facility also has board games that you may check out to play with your child. When you are playing a game, please be sure to keep the noise level down so that other visitors may enjoy their visits.

Any requests for special visitations i.e. extended visiting hours or visits from people not on the approved visiting list must receive prior approval from the Facility Administrator. If you have such a request, please contact the Facility Administrator.

OFF-CAMPUS VISITATIONS

After your child has been here for 60 days (if she is housed in LaFlesche Cottage, she must be on a Level 3 or 4), she is eligible to leave the campus during the visitation. When leaving the grounds you must stay within the community of Geneva. There may be only one of these visits per week.

After your child has been here for 90 days (if she is housed in LaFlesche Cottage, she must be on a Level 3 or 4), and has completed a successful off-campus visit to Geneva, she may be eligible for an off-campus visit to York, Nebraska. In this instance, you must receive permission from the Facility Administrator/designee. Requests for off-campus visits to York must be received by 3:00 p.m. on Friday to be eligible for the weekend. There may be only one off-campus visit to York per month.

Girls may not go off-campus if they are on a disciplinary “zero.”

When going off-campus for visits, girls may not drive a car and must remain in the company of their visitors at all times. They may not make/receive any phone calls, send text messages, or use any social media sites, including the use of social networking through a third party. During off-campus visits girls are subject to all rules of the facility, and may receive disciplinary consequences if they violate any rules.

If your child’s behavior is such that she is placed in room confinement, visits will not be allowed.



YRTC-GENEVA IS A NON-SMOKING CAMPUS.

**SMOKING IS NOT ALLOWED ANYWHERE ON CAMPUS
OR DURING VISITATIONS**

PERSONAL PROPERTY

While at the YRTC-Geneva, girls may have some personal possessions, subject to the specified rules and guidelines. Because of the limited space, we ask that the guidelines be strictly followed.

While a girl is housed in Burroughs Cottage and undergoing orientation/classification, she will not be allowed to have any personal property. The YRTC-Geneva will provide clothing and toiletry/hygiene items for her. All personal property/clothing brought in with her will be placed in storage. Therefore, it is best that you not send or bring any items to her until she has been moved to her permanent cottage. When she is classified and moved into a permanent cottage, she will be allowed personal property according to the guidelines on the following pages.

The YRTC-Geneva has a strict prohibition against borrowing or loaning any personal articles between youth. This helps to eliminate any arguments about the return of loaned items or responsibility for damage to items that are loaned. Girls' having their personal property on campus do so at their own risk and the facility is not responsible for damaged or stolen items. Therefore, we ask that your child not bring or receive any expensive personal property during her stay.

The YRTC-Geneva will provide all necessary items for your child, including clothing and toiletries; however, should she wish to have any personal items (on the approved list), she may either purchase them by using money in her account, or they may be sent or brought to her during a visit.

In addition to the specific guidelines listed below, please note the following restrictions:

- ❖ Girls may not receive sprays, aerosols, or pumps of any kind.
- ❖ Girls may not have any clothing, pictures, or personal possessions that depict the use of alcohol/drugs, sex, profanity, anarchy, satanic worship, gangs, signing, masks, dragons, gambling, musical groups, or weapons.
- ❖ Glass containers are not allowed. All items must be in plastic containers.
- ❖ Clothing items must be washable.
- ❖ Girls may not receive products that contain alcohol.

- ❖ We will not accept anything that is flammable; when bringing property to the YRTC for your daughter, please look at the labels to ensure that the word “flammable” does not appear.

\$\$ FINANCIAL MATTERS \$\$

Girls are not allowed to have money on their person; however, each girl has an account similar to a bank account. A record is kept by the Business Office of the amount each girl has in her account and she is given a monthly report on her account balance. Parents are able to regularly deposit small amounts to take care of any personal items their child might need. WE ARE NOT ALLOWED TO RECEIVE PERSONAL CHECKS. WHEN SENDING MONEY TO YOUR CHILD, PLEASE SEND EITHER A MONEY ORDER OR CASH WHICH WILL BE DEPOSITED IN YOUR CHILD’S ACCOUNT.

PERSONAL ITEMS

MAKE-UP/HYGIENE ITEMS

***All make-up/hygiene items must be new, unused, and in the original package. This is due to sanitation and security concerns.

***Only 1 of each item will be allowed.

<u>HAIR CARE ITEMS</u>	<u>HYGIENE ITEMS</u>	<u>MAKE-UP</u> (Any make-up item may not have a mirror in it.)
Comb (No Rat Tail Combs)	Sanitary Pads	Liquid Foundation (No concealers) (Must be plastic containers)
Hair Brush	Tampons	Lip Gloss (No Lip Stick)
Hair Pic		Eye Shadow (No more than 4 colors in compact)
<u>MISCELLANEOUS</u>		Blush (No bronzer)
Saline Solution		Mascara
Contact Lens Cleaner		Cosmetic Bag (No larger than 4" x 8")
		**Only the brushes that come with the make-up are allowed

SNACKS

- ❖ Girls are allowed **1 pound (16 oz.) of candy and 1 pound (16 oz.) of other snacks per month.**
- ❖ No homemade candy/ snacks are allowed.
- ❖ All items must be in a factory sealed package/container.
- ❖ No glass containers are allowed.
- ❖ Bulk candy must be individually wrapped.

- ❖ No powdered candies, cotton candy, marshmallows, gum, or candy with gum centers, Lunchables, nuts in shells, and candy cigarettes.

MISCELLANEOUS ITEMS

CRAYONS (24) BOOKS (3) MAGAZINES (3)
 NON-TOXIC MARKERS (24) DECK OF CARDS (1) BATTERIES
 COLORED PENCILS (24) POSTAGE STAMPS CALENDAR
 INSPIRATIONAL READINGS, CARDS, AND PAMPHLETS
 SKETCH PAD (NO SPIRALS)
 COLORING BOOK (1), PUZZLE BOOK (1), BIBLE (1)
 CROCHET HOOK (1) (METAL ONLY) YARN (3 SKEINS)

PHOTOGRAPHS

10 photographs are allowed. Their content must be appropriate, and youth may not have photographs of anyone not on their approved mailing list

RADIO

1 small portable radio is allowed. (no larger than 8" x 21"). It would be best if it used both batteries and electricity. Clock radios are allowed. Earphones are not allowed. Girls aren't allowed to have cassettes or CD's. No iPods allowed.



1 Stuffed Animal
 (No more than 18" in length)

JEWELRY

(The value of jewelry is not to exceed \$15.00)

- 1 Watch (digital or regular).
- 1 Religious Medallion or cross necklace
 (No braided rope or cord)
 (Must be on a chain no longer than 18")
 (Medallion or cross must fit into a 1" square)
- 1 pair of post-type earrings. (No larger than ¼ inch) (No hoops, rings, or dangles)
- 1 Rosary beads.

CLOTHING

Your child will receive a standard issue of state clothing for both school and cottage wear. This standard issue includes slacks, jeans, shirts, sweatshirts, sweatpants, T-shirts, undergarments, socks, winter coat, hat, and gloves. She will not be allowed to wear her personal clothing, with the exception of the following:

She may have personal sleepwear (matching pajama set only, no nightgowns; no footed pajamas; tops must have sleeves—no tank tops), robe (with buttons or zipper), sports bra, and "footies" or slippers. She will also be allowed to wear her personal shoes (tennis shoes only) for school and in the gym. Girls are not allowed their personal clothing while housed in the orientation cottage. Once they have been classified and moved to a permanent cottage, they may have their personal clothing.

GENERAL GUIDELINES

All personal clothing must meet the following guidelines:

- Clothing must be in good repair.
- All clothing must be washable.
- No gang related clothing as determined by the administration.
- Clothing may not depict the use of alcohol/drugs, sex, profanity, anarchy, satanic worship, gangs, signing, masks, dragons, gambling, musical groups, or weapons.
- No belts are allowed.
- No spaghetti straps are allowed.

PERSONAL CLOTHING LIST

SCHOOL SHOES 1 PAIR TENNIS SHOES (Will also be worn in the cottage.)

**1 PAIR OF TENNIS SHOES FOR GYM USE
(All shoes strings must be white in color.)**

**SLEEPWEAR 2 PAIRS OF PAJAMAS (1 pair heavy weight; 1 pair light weight.)
(Nightgowns Not Allowed. Tops must have sleeves; no tank tops; no
footed pajamas; must be matching set.)**

1 ROBE (Must have buttons or zipper)

1 PAIR FOOTIES/HOUSESLIPPERS

UNDERGARMENTS 2 SPORTS BRAS (white or light grey) (Traditional pull-over)

The YRTC-Geneva will provide for all clothing needs for your daughter should she not have any personal clothing. We do not provide sports bras or slippers.

Remember—while housed in Burroughs cottage for orientation, she may not have any personal items. Please do not bring or send any personal belongings until she has been moved to her permanent cottage.